

ROANOKE CITY COUNCIL

January 3, 2005

9:00 a.m.

The Council of the City of Roanoke met in regular session on Monday, January 3, 2005, at 9:00 a.m., in the Emergency Operations Center Conference Room, Room 159, Noel C. Taylor Municipal Building, 215 Church Avenue, S. W., City of Roanoke, with Mayor C. Nelson Harris presiding, pursuant to Chapter 2, Administration, Article II, City Council, Section 2-15, Rules of Procedure, Rule 1, Regular Meetings, Code of the City of Roanoke (1979), as amended, and pursuant to Resolution No. 36762-070604 adopted by the Council on Tuesday, July 6, 2004.

PRESENT: Council Members Brenda L. McDaniel, M. Rupert Cutler, Alfred T. Dowe, Jr., Beverly T. Fitzpatrick, Jr., Sherman P. Lea, and Mayor C. Nelson Harris-----6.

ABSENT: Council Member Brian J. Wishneff-----1.

The Mayor declared the existence of a quorum.

OFFICERS PRESENT: Darlene L. Burcham, City Manager; William M. Hackworth, City Attorney; Jesse A. Hall, Director of Finance; and Mary F. Parker, City Clerk.

COMMITTEES-CITY COUNCIL: A communication from Mayor C. Nelson Harris requesting that Council convene in a Closed Meeting to discuss vacancies on certain authorities, boards, commissions and committees appointed by Council, pursuant to §2.2-3711 (A)(1), Code of Virginia (1950), as amended, was before the body.

Mr. Fitzpatrick moved that Council concur in the request to convene in Closed Meeting as above described. The motion was seconded by Mr. Cutler and adopted by the following vote:

AYES: Council Members McDaniel, Cutler, Fitzpatrick, Lea, and Mayor Harris-----5.

NAYS: None-----0.

(Council Member Wishneff was absent and Council Member Dowe was not present when the vote was recorded.)

CITY COUNCIL: A communication from Council Member Alfred T. Dowe, Jr., Chair, City Council Personnel Committee, requesting that Council convene in a Closed Meeting to discuss the mid-year performance of three Council-Appointed Officers, pursuant to §2.2-3711 (A)(1), Code of Virginia (1950), as amended, was before the body.

Mr. Fitzpatrick moved that Council concur in the request to convene in Closed Meeting as above described. The motion was seconded by Ms. McDaniel and adopted by the following vote:

AYES: Council Members McDaniel, Cutler, Lea, Fitzpatrick, and Mayor Harris-----5.

NAYS: None-----0.

(Council Member Wishneff was absent and Council Member Dowe was not present when the vote was recorded.)

CITY COUNCIL: A communication from the City Manager requesting that Council convene in a Closed Meeting to discuss disposition of publicly-owned property, where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to §2.2-3711 (A)(3), Code of Virginia (1950), as amended, was before the body.

Mr. Fitzpatrick moved that Council concur in the request to convene in Closed Meeting as above described. The motion was seconded by Ms. McDaniel and adopted by the following vote:

AYES: Council Members McDaniel, Cutler, Lea, Fitzpatrick, and Mayor Harris-----5.

NAYS: None-----0.

(Council Member Wishneff was absent and Council Member Dowe was not present when the vote was recorded.)

ITEMS LISTED ON THE 2:00 P.M., COUNCIL DOCKET REQUIRING DISCUSSION/CLARIFICATION, AND ADDITIONS/DELETIONS TO 2:00 P.M., AGENDA: NONE.

TOPICS FOR DISCUSSION BY THE MAYOR AND MEMBERS OF COUNCIL:

Council Committee Assignments:

COUNCIL-COMMITTEES-PARKS AND PLAYGROUNDS-ROANOKE ARTS COMMISSION-HOUSING/AUTHORITY-RAIL WALK-RADIO/TELEVISION- SCHOOLS- SISTER CITIES- HOTEL ROANOKE CONFERENCE CENTER-AIRPORT-GREENWAYS:

Roanoke Arts Commission:

Council Member Cutler advised that the Roanoke Arts Commission is pleased with the recent action taken by Council to adopt a policy with regard to procurement of art from the City Art Show. He inquired about the status of the contract for the Public Arts Plan.

The City Manager responded that the contract was awarded to the firm that was recommended by the Roanoke Arts Commission; the Chair of the Arts Commission is of the impression that Council authorized a full time employee to staff the activity; however, the City Manager advised that that was not her understanding of the Council's position, therefore, a member of the City's Communications staff was assigned to work with the Arts Commission on the Public Arts Plan. She advised that the Chair of the Arts Commission has asked to review the credentials of the staff person, however, the City Manager stated that it is her position that the staff assignment will be made by the City Manager. She noted that the contract has been approved and the City is ready to proceed with the Public Arts Plan.

Mill Mountain Zoo:

Council Member Cutler inquired about the status of parking at Mill Mountain Zoo; whereupon, the City Manager advised that a meeting was held to discuss various options and a plan is proposed that would add a sufficient number of parking spaces. She stated that the Executive Director of the Mill Mountain Zoo reports that the challenge exists with regard to daily parking for visitors to the Zoo and special event parking can be addressed by using shuttle buses; and the Executive Director is of the opinion that between 100 – 150 additional parking spaces are needed. The City Manager advised that the proposed plan would include the area that is currently blocked off, it would require trucks to come in through the rear entrance in order to provide “soft parking”, and it would also require employees to park in the rear area, thereby allowing current employee parking at the entrance to the Zoo to be used for visitor parking. She stated that the proposed plan will be presented to the Board of Directors of the Mill Mountain Zoo and to the Mill Mountain Advisory Committee.

Roanoke Redevelopment and Housing Authority:

Vice-Mayor Fitzpatrick advised that he serves as Council's liaison to the Roanoke Redevelopment and Housing Authority (RRHA). He called attention to discussions regarding the need to reach a consensus on the role of the City of Roanoke and the Redevelopment and Housing Authority with regard to housing; the RRHA has adopted a Memorandum of Understanding; the City Manager has reviewed the City's role in housing as perceived by the City; and the RRHA has been requested to provide its concept as to how the Housing Authority perceives housing in order to determine if a collective plan can be developed.

Rail walk:

Vice-Mayor Fitzpatrick advised that the rail walk is envisioned to be a walkway that takes visitors from Center in the Square on the City Market to the Virginia Museum of Transportation and vice versa; and initial discussions involved the inclusion of artifacts regarding the rail history of the Roanoke Valley; however, no such artifacts were included in the design of the rail walk.

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He stated that an effort is underway to connect the railroad element of Roanoke's history with various kinds of railroad artifacts; Norfolk Southern Railway has offered various kinds of railroad artifacts such as equipment and signals, etc., and a flatcar was recently accepted from Norfolk Southern that will become a stage. He added that work continues on the rail walk which will tie in with the Henry Street area; also under consideration is a profile of African-American and Caucasian railroad workers depicting their job functions, along with the various railroad artifacts; Norfolk and Western Railway logos that have been donated to the City will be appropriately displayed and the goal is to extend the rail walk past the Norfolk and Western Shops to Shaffer's Crossing, including an explanation of the function of the yard.

In a discussion of the matter, the City Manager advised of plans to bring the Lick Run Greenway up and across The Hotel Roanoke property and over to the O. Winston Link Museum; and two options have been discussed; i.e.: over the pedestrian bridge at The Hotel Roanoke or across the Second Street Bridge. She stated that the most logical location would be the pedestrian bridge at The Hotel Roanoke.

Roanoke Regional Cable Television Committee:

Council Member Lea reported on his appointment as a member of the Roanoke Regional Cable Television Committee and advised that major issues that have been discussed relate to leases. He stated that he has been pleased with the progress of cable television in the Roanoke Valley.

Schools:

The Mayor advised that he, the City Manager, the Chair of the Roanoke City School Board, and the Acting Superintendent of Schools, continue to hold monthly breakfast meetings to discuss administrative issues and ways that the Council and the School Board may be of mutual assistance.

The Mayor invited Council Members to provide him with any items that they would like to address with the School Board.

He stated that in January 2005, 12 middle school students will visit the City of Roanoke for approximately three weeks from Roanoke's Sister City of Wonju, Korea; and host families have been arranged and students will participate in the International Baccalaureate (IB) Program at William Ruffner Middle School and other extracurricular activities. He advised that during the summer of 2005, the City of Roanoke will send 12 students to Wonju for three weeks as a part of a student exchange program.

The Mayor explained that a committee will explore ways in which to provide similar student exchange programs in conjunction with Roanoke's other Sister Cities; and a future press conference will be held to highlight the

12 Wonju exchange students, to discuss the opportunity for Roanoke's students to visit Korea in the summer of 2005, and to address a student exchange program with Roanoke's other Sister Cities.

The City Manager called attention to two administrative support functions that are currently being explored with the school administration; i.e.: a committee of technology staffs from the City and the School system will submit recommendations regarding future technology needs of the two organizations; the City's Human Resources staff will conduct a review of classified school personnel and the Roanoke City Public Schools will provide a small amount of funds to help defray the cost of staff for the study.

Vice-Mayor Fitzpatrick suggested a review of the feasibility of combining City and School Human Resources functions.

The Mayor noted that there is a hesitancy on the part of the School Board to make major decisions until the new Superintendent of Schools is hired.

Hotel Roanoke Conference Center Commission:

The Mayor advised that he serves as a member of The Hotel Roanoke Conference Center Commission. He stated that Virginia Tech is currently involved in the construction of a small conference center on the campus, The Inn at Virginia Tech, and called attention to a plan involving the sharing of staff of The Hotel Roanoke Conference Center and The Inn at Virginia Tech as a way to guard against the two facilities competing against each other. He added that if Council Members would like more information on the arrangement, he would be pleased to respond.

Roanoke Regional Airport Commission:

The Mayor called attention to discussions with representatives of the Roanoke County Board of Supervisors with regard to establishing regular meetings with the three regional boards that are composed of representatives of the City of Roanoke and Roanoke County; i.e.: Roanoke Valley Resource Authority, Western Virginia Water Authority and the Roanoke Regional Airport Commission.

He stated that a meeting will be held in 2005 with the Western Virginia Water Authority; it has been some time since a meeting was held with representatives of Roanoke City, Roanoke County and the Roanoke Regional Airport Commission, and the Chair advises that the Airport Commission would welcome the opportunity to hold regular meetings with the Members of City Council and the Board of Supervisors. Therefore, he stated that a meeting of Council and the Board of Supervisors with the Roanoke Regional Airport Commission has been scheduled for Monday, March 7, 2005, at 12:00 p.m. Among other things, he advised that the Airport Commission would like to address what would happen if U. S. Air goes out of business.

Dr. Cutler reported on information he received from Federal Aviation Administration (FAA) staff during a recent tour of the airport control tower in which it was stated that the radar equipment at the Roanoke Regional Airport is less than the best. He asked that the matter be discussed with the Airport Commission at the joint meeting; whereupon, the Mayor requested that the item be added to the agenda.

Vice-Mayor Fitzpatrick advised that the Airport Commission has requested approval by the Virginia General Assembly to change the name of Roanoke's regional airport to an international airport. He explained that Roanoke would qualify as an international airport because some international flights are routed through Roanoke, and there could be some future benefits for Roanoke to be known as an international airport, while not changing the regional flavor and continuing to carry the name of Woodrum Field.

The Mayor advised that five persons currently serve on the Roanoke Regional Airport Commission, three from the City of Roanoke and two from Roanoke County; and in order to strengthen the connection between the Roanoke Valley and the New River Valley, he stated that it has been proposed that membership on the Airport Commission be increased by two positions from the New River Valley. He requested that the City Attorney research the founding documents for the Roanoke Regional Airport Commission and advise as to actions that need to be taken to expand membership.

The Mayor reported that he, the City Manager, the Chair of the Roanoke County Board of Supervisors and the County Administrator held regular meetings during the year 2004. He noted that Michael W. Altizer will serve as incoming Chair of the Board of Supervisors and meetings will continue to be held to discuss avenues of joint cooperation between Roanoke City and Roanoke County. He stated that issues regarding Explore Park, convergence of the public library administrations, a joint Fire/EMS facility, and an amphitheater at Explore Park have been discussed.

Dr. Cutler referred to a map showing the Roanoke River Greenway which was prepared by City staff and requested a staff briefing on the feasibility of designating the entire length of the Roanoke River throughout the City of Roanoke as one park, or parkway, or river walk. He stated that the City of Roanoke should take advantage of the Roanoke River as a recreational and conservation opportunity.

The City Manager advised that the briefing is scheduled for the month of February 2005.

The Mayor advised that the General Services Administration (GSA) has made a decision with regard to the relocation of the new Social Security Administration office to a location near the Roanoke Regional Airport and not at the site that was previously offered by the City in downtown Roanoke. He stated that at some point in the future, GSA representatives will brief City representatives on factors that led to the GSA's decision.

The City Manager requested that the Mayor and a Member of Council of the Mayor's choosing attend the meeting with GSA officials, and Congressman Goodlatte, or his representative, has indicated an interest in participating in the meeting.

The City Manager called attention to previous concerns expressed by Council regarding consolidation of State offices which could be a precursor to moving some State offices out of downtown Roanoke. She stated that Delegate William Fralin has discussed the matter with the State Secretary of Administration, and has arranged for her to meet with the Secretary to discuss plans which are currently in the beginning stages.

Council Member McDaniel inquired as to the total number of employees that would be leaving the downtown Roanoke area if the Social Security Administration office moves to another location.

The City Manager responded that the issue involves more than Social Security Administration employees inasmuch as plans for the building include the Department of Rehabilitative Services, the Social Security administration and a third entity. She stated that staff will tally the numbers which will most likely be in the range of 200 employees.

COUNCIL-SCHOOLS:

Items for discussion at the joint meeting of Council and the School Board on Monday, February 7, 2005, at 9:00 a.m.:

Council Member McDaniel requested a report on the Roanoke City Public Schools Education Foundation, Inc., and Council Member Lea advised that he previously submitted a list of questions to the School administration with regard to the Education Foundation.

Ms. McDaniel also requested a briefing on the status of school uniforms.

The Mayor suggested that any additional agenda items be submitted to the City Clerk.

COUNCIL-ARCHITECTURAL REVIEW BOARD:

Items for discussion at the joint meeting of Council and the Architectural Review Board on Monday, February 7, 2005, at 12:00 p.m.:

No agenda items were submitted.

HOUSING/AUTHORITY-HABITAT FOR HUMANITY: Council Member Cutler inquired about applying and implementing City of Roanoke architectural standards to homes constructed by Habitat for Humanity in the Roanoke Valley.

The City Manager responded that Council might wish to schedule a meeting with local Habitat for Humanity representatives to present the City's expectations with regard to future Habitat homes. She stated that at a recent meeting with officials of the State Department of Housing and Community Development officials were surprised and disappointed at the appearance of Habitat for Humanity homes that are being constructed in the City of Roanoke; and State officials presented impressive photographs of attractive Habitat for Humanity homes that have been constructed in other urban areas throughout the State. She added that the City of Roanoke hopes to enlist the assistance of the State Director of Habitat for Humanity with local Habitat officials to encourage a different type of housing design for the Roanoke area.

She explained that it would be hoped that Habitat homes would not be constructed in a particular section of the City, because the City is more interested in Habitat homes that are constructed as infill housing in the various neighborhoods; and she expressed a concern with regard to the density with which Habitat houses are constructed in some neighborhoods which is out of keeping with the character of the neighborhoods.

Question was raised as to how Council could be of assistance in addressing the concerns; whereupon, the City Manager called attention to a meeting which is scheduled in the near future with the Executive Director of the Roanoke Redevelopment and Housing Authority and Gregory Feldmann, a member of the Board of Directors of Habitat for Humanity in the Roanoke Valley and a Commissioner of the Roanoke Redevelopment and Housing Authority, to discuss ways in which to move past the impasse that seems to exist with Habitat for Humanity and following the meeting she will be in a better position to respond to the question of Council.

Briefings:

Trolley update:

TROLLEY SYSTEM: David A. Morgan, General Manager, Valley Metro, advised that some time ago, the City Manager requested that the Greater Roanoke Transit Company conduct an analysis on the proposed concept of reinstituting historic trolleys to downtown Roanoke. As a result, he stated that Greater Roanoke Transit Company partnered with the Roanoke Valley/Alleghany Regional Commission and engaged the services of Wilbur Smith and Associates and the LOMARADO Group to conduct a study, the final results of which were submitted to the City in September, 2004. He introduced James H. Graebner, representing the LOMARADO Group.

Mr. Graebner advised that:

- Heritage trolleys currently operate in Memphis, New Orleans, San Francisco, Portland, Seattle, San José, Kenosha, San Pedro, Tucson, Dallas, Lowell, Tampa, Galveston and Little Rock; and the heritage trolley concept is under study in over 20 additional localities.

- Trolleys work because they attract new riders, provide shuttle service, help neighborhoods to develop and spark economic redevelopment.
- Trolley lines in San Francisco generate 19,000 riders per day; and Fisherman's Wharf has been extended, with further extension under study.
- The St. Charles trolley line has existed since 1831 in New Orleans, the River Front line was added, the Canal was reinstated in 2004, expansion is planned and residential property values have increased sharply in expectation of the Canal Line opening.
- Tampa has experienced \$500 million in new development, trolley ridership is 27 per cent over the estimate, and passengers/miles double the bus system.
- Kenosha has experienced \$51 million in new development, the trolley line cost \$5 million, another \$50 million in new development is committed and another trolley line is under study.
- Roanoke's trolley system could operate at Jefferson Street between Norfolk and Salem Avenues, Jefferson Street at Church Avenue, Jefferson Street at Bullitt Avenue, Jefferson Street at Elm Avenue, Jefferson Street at Highland Avenue, Jefferson Street at Albemarle Avenue, Jefferson Street at Walnut Avenue, Jefferson Street between Green Street and Whitmore Avenue and Jefferson Street just south of Reserve Avenue.
- Trolley costs: capital costs - \$17 million (includes 30 per cent contingency) and annual operating cost would be in the range of \$137,000.00 - \$377,000.00.

Mr. Morgan advised that the next steps include submittal of an application for planning funds to conduct an environmental study and impact on utilities and other infrastructure; once the information is available, the City would file for Federal funds to begin the Federal project, at which time the City would be placed on a project list and the City's ranking on the list will depend upon the level of local support. He added that if the local match, which is typically 50 per cent, is available the City could move to the top of the project list.

Discussion/comments by Council:

- Compliance issues with the Americans with Disabilities Act (ADA).

- How does a trolley operation blend with traffic, vehicles, parking, etc.?
- How do trolleys help neighborhoods to grow?
- The availability of classic street cars.
- The level of acceptance by the community of a trolley system.
- Does a trolley system maintain its appeal after the novelty wears off?
- How does a trolley system affect bus lines?
- What is the reaction of the community to trolley infrastructure, etc?
- Are there communities that have implemented trolley systems that were not successful?

Vice-Mayor Fitzpatrick advised that he initiated the concept of reinstituting a trolley system for downtown Roanoke; and from a preliminary standpoint, the City should consider the trolley as a transit investment that will allow the City of Roanoke to provide a service that will provide another alternative to the transit opportunity if the system is properly connected. He stated that the greatest asset that the City has to offer is Mill Mountain, however, the City has not done enough to promote the importance of Mill Mountain. He added that if, over time, it is discovered that the transit component helps the Central Business District and the downtown area to grow and serves as a connection to the middle of the City, with some ingenuity, insight and funds, the trolley system could be extended to Crystal Spring Park, the incline could be reconstructed allowing the City to have interconnect capability to several types of transit and suddenly there is another way to access Mill Mountain. He stated that there would be a direct return to the City from this kind of investment, and expressed appreciation to Council for considering the pros and cons of a trolley system which could provide the opportunity to view Roanoke in a much different level of notoriety for its transportation options, for the way it understands growth in an independent city and for the investment of tax dollars that will encourage others to invest in the community.

Vice-Mayor Fitzpatrick asked that Council authorize City staff to proceed to the next step and apply for planning grant funds in order to obtain additional information. He also asked that the private sector be brought into the concept to determine if there is an interest in co-sponsoring a future public/private partnership.

The Mayor inquired if there was any objection to the General Manager of the Greater Roanoke Transit Company submitting an application for planning grant funds, to which no objection was expressed by any Member of Council.

BUSES: The City Manager requested that the General Manager of Valley Metro report on the progress of the Smart Way bus service between the City of Roanoke and the Town of Blacksburg.

Mr. Morgan advised that for the month of November and the majority of December 2004, 100 passengers per day road the Smart Way bus, and more ridership was generated to and from the Roanoke Regional Airport than was anticipated due in large measure to serving the Virginia Tech Corporate Research Center.

Vice-Mayor Fitzpatrick inquired about the feasibility of providing a closer location for the Smart Way bus to the baggage loading/unloading area at the Roanoke Regional Airport; whereupon, Mr. Morgan expressed concern that if the bus stops too close to the baggage loading/unloading area, its operation could be impeded. He stated that passengers go to the end of the airport terminal, stand inside, and wait for the bus, and passengers have not expressed a concern about the current arrangement.

The Mayor requested that the matter be included on the agenda for the joint meeting of Council, the Roanoke County Board of Supervisors and the Roanoke Regional Airport Commission on Monday, March 7, 2004.

The City Manager reported that two fire-related deaths occurred in the City of Roanoke on January 1 and 3, 2005. She stated that at the 2:00 p.m., Council meeting she would remind citizens of the importance of having properly working smoke detectors in their homes and the importance of checking space heaters and kerosene heaters.

Fire Station No. One Update:

FIRE DEPARTMENT: The City Manager advised that the Fire Station No. 1 project has taken longer than was originally anticipated due to false starts on the location for the fire station and actual design of the station.

Chief James Grigsby reviewed the following history of Fire Station No. 1:

- A Strategic Business Plan for Fire/EMS was adopted by Council on December 27, 2001.
- The Fire/EMS Resource Association and Response Model provides for Fire/EMS response times, as follows:

Fire – 90 per cent/four minutes

EMS/ALS – 90 per cent/eight minutes

EMS/BLS – 90 per cent/12 minutes

- A three phase construction and consolidation of Fire/EMS stations:

Phase I: construct a new Station No. 1 – consolidate the present No. 1 (Church Avenue) and No. 3 (6th Street) stations, as well as Fire/EMS Administration (Jefferson Center).

Phase II: construct a new Station No. 3 – consolidate the present No. 5 (12th Street and Loudon Avenue) and No. 9 (24th Street and Melrose Avenue) stations into the new facility, with a potential community center concept.

Phase III: construct a new Station No. 10 – Relocate the residential component currently assigned to the airport station to the new facility.

Phase I construction bonds were purchased in October 2004.

- Franklin Road and Elm Avenue site:

An architectural firm was selected in June 2003 (Spectrum).

The site was acquired in August, 2003.

Pros:

Correctly located

City owned adjacent property

Land cost was lower than budget, although it was recognized that additional funds would be required for site work.

Cons:

Odd shape requiring substantial site work/retaining walls

After drilling, some construction issues for foundation (karst seams between thin rock shelves)

Removal of contaminated top soil and old fuel tanks

Due to shape of the lot, unique building design which required additional circulation space

A 24,000 square foot building was projected.³

- Employee/community group input was received; the basic design was completed in August 2004, final bid documents are anticipated to be ready in early spring 2005, minimum estimated additional resources needed is \$301,740.00, independent cost estimates exceed this amount by at least an additional \$400,000.00, and the project was reduced by \$865,000.00 to meet basic department needs.
- Reasons for the cost increase are: the project was developed in year 2000 dollars and the Building Cost Index has increased 19.6 per cent since 2000; steel prices have doubled since March 2004, and concrete prices have increased by over ten per cent; the site required major excavation and retaining walls, with cost estimates showing an additional \$308,000.00 - \$521,000.00 over the original \$600,000.00 budget for the site; technology (fiber optic) was not available at the time of design (an additional \$144,000.00 will be needed for fiber optic components); and site configuration drove the building design, requiring additional square footage for internal circulation space.
- A site plan of the building was reviewed showing Fire/EMS station operations on the first floor, sleeping quarters on the second floor, and Fire/EMS Administration on the third floor.
- An artists rendering of the west and south elevations of the building was reviewed.

The City Manager advised that the project has been studied by staff, it is believed that all items have been removed from the project that can be deleted, and with approximately \$860,000.00 in deductions, at least an additional \$300,000.00 - \$400,000.00 will be needed for the facility, with an independent estimate indicating that even more funds will be necessary; therefore, City staff was hesitant to advertise for bids without alerting Council as to their concerns. She explained that when the fire station project was initially conceived, a revenue stream was identified that would fund debt service; i.e.: a change in Federal law that would allow the City to increase the amount billed to recipients for emergency medical services. She explained that revenue for emergency medical services is coming in at a better pace than was initially anticipated and will continue to grow based upon the escalator clause in the Federal legislation, but funds will be generated later in the sequence, time wise, than staff is comfortable with when bidding the fire station project. Therefore, with the concurrence of Council, the City Manager proposed to temporarily borrow the difference in monies from the Roanoke River Flood Reduction project, which has approximately \$5 million that will not be spent for the next four to five years since the funds were allocated for the greenway component, with the understanding that the funds will be repaid in more than sufficient time for the greenway project from additional revenue generated by the City as a result of emergency medical services billings.

Vice-Mayor Fitzpatrick asked that Council be kept current on the status of the Fire Museum as plans move forward on Fire Station No. 1. The City Manager advised that Council has not made a decision, nor has the City administration offered a recommendation to this point.

Following discussion by Council, the Mayor inquired if the site is of such value that it is worth taking \$865,000.00 worth of deductions from the building. The City Manager responded that government has the luxury of choosing the easiest sites on which to build, but if government builds on all of the clear and easy sites, the private sector will not take on a challenging site, such as the site under consideration for development. She stated that the site clearly met the definition of the fire administration in terms of location; and another location in close proximity was also desired, but the Council indicated that it did not wish to pursue condemnation proceedings in order to acquire the site. She further stated that when the City is limited to only sites that can be made available through friendly negotiation, opportunities for potential sites are then taken away; the proposed location is a gateway to the City and the Council has indicated an interest in controlling what happens at gateways to the City, and constructing a building on the site will control what happens at that location.

The City Manager advised that Council could engage in further discussion with regard to whether or not some of the \$865,000.00 in deductions will genuinely harm the project; her position as City Manager is that the City will live within established budgets; and because of the way that architectural contracts are currently worded, some persons in the profession believe that they have a ten per cent leeway on design costs, and that assumption will be corrected before the next design construction project is awarded by the City. She stated that given the limitations and restrictions, she continues to believe that the proposed site is the best location on which the City should build a fire station, it is a challenging site which involves additional costs, and if Council is concerned about the long term appearance of the building, it is suggested that City staff be permitted to provide Council with more details regarding the impact of the \$865,000.00 in deductions. She stressed the importance of the Fire Administration function being located in the No. 1 Fire Station.

The Mayor advised that the body of the building will exist for the next 50+ years, therefore, he would prefer that additional funds be appropriated that would architecturally enhance the appearance of the building.

The City Manager requested that staff be permitted to present another briefing on exterior design of Fire Station No. 1 to reflect the \$865,000.00 in deductions, and for the purpose of receiving input from the Council with regard to building design.

Vice-Mayor Fitzpatrick asked that schematic drawings be aesthetically comparable with architecture in old southwest.

It was the consensus of Council that the City Manager will present a briefing on Fire Station No. 1 exterior building design to reflect the \$865,000.00 in deductions.

The Mayor declared the Council meeting in recess at 12:05 p.m., to be reconvened in Closed Session at 12:15 p.m., in the Council's Conference Room, Room 452, Noel C. Taylor Municipal Building, to conduct mid year performance evaluations of the Municipal Auditor, Director of Finance and City Clerk.

At 2:00 p.m., on Monday, January 3, 2005, the Council meeting reconvened in the City Council Chamber, fourth floor, Noel C. Taylor Municipal Building, 215 Church Avenue, S. W., City of Roanoke, Virginia, with Mayor C. Nelson Harris presiding.

PRESENT: Council Members Brenda L. McDaniel, M. Rupert Cutler, Alfred T. Dowe, Jr., Beverly T. Fitzpatrick, Jr., Sherman P. Lea, and Mayor C. Nelson Harris -----6.

ABSENT: Council Member Brian J. Wishneff-----1.

The Mayor declared the existence of a quorum.

OFFICERS PRESENT: Darlene L. Burcham, City Manager; William M. Hackworth, City Attorney; Jesse A. Hall, Director of Finance; and Mary F. Parker, City Clerk.

The invocation was delivered by Council Member Alfred T. Dowe, Jr.

The Pledge of Allegiance to the Flag of the United States of America was led by Mayor Harris.

PRESENTATIONS AND ACKNOWLEDGEMENTS: NONE.

CONSENT AGENDA

The Mayor advised that all matters listed under the Consent Agenda were considered to be routine by the Members of Council and would be enacted by one motion in the form, or forms, listed on the Consent Agenda, and if discussion was desired, the item would be removed from the Consent Agenda and considered separately.

ENTERPRISE ZONE: A communication from the City Manager requesting that Council schedule a public hearing for Tuesday, January 18, 2005, at 7:00 p.m., or as soon thereafter as the matter may be heard, to consider amendment application for two Enterprise Zones within the City of Roanoke, was before the body.

The City Manager advised that staff has recently identified a need to amend provisions for the two Enterprise Zones within the City; as part of the amendment for Enterprise Zone One A, the City proposes adding Parkside Plaza, the East End Shops and an area bordering Williamson Road south of Elm Avenue and east of the railroad tracks to Enterprise Zone One A; adding these properties, some of which are in the floodplain, could stimulate additional opportunities for revitalization where buildings are currently vacant or underutilized; in addition, the City would seek modification of the water, sewer and fire connection fee incentive for both Enterprise Zone One A and Enterprise Zone Two; and recent adoption of new fees by the Western Virginia Water Authority to equalize Roanoke City and Roanoke County rates, combined with the possibility of further increases, necessitates a change in the incentive.

In order to submit the applications, at least one public hearing affording citizens or interested parties an opportunity to be heard must be held; therefore, the City Manager recommended that Council authorize the scheduling and advertisement of a public hearing on Tuesday, January 18, 2005.

Mr. Dowe moved that Council concur in the recommendation of the City Manager. The motion was seconded by Mr. Fitzpatrick and adopted by the following vote:

AYES: Council Members McDaniel, Cutler, Dowe, Fitzpatrick, Lea, and Mayor Harris-----6.

NAYS: None-----0.

(Council Member Wishneff was absent.)

BRIDGES: A communication from the City Manager requesting that Council schedule a public hearing for Tuesday, January 18, 2005, at 7:00 p.m., or as soon thereafter as the matter may be heard, to consider the use of property rights in connection with the proposed pedestrian bridge at 204 Jefferson Street, Official Tax No. 4010801, was before the body.

Mr. Dowe moved that Council concur in the request of the City Manager. The motion was seconded by Mr. Fitzpatrick and adopted by the following vote:

AYES: Council Members McDaniel, Cutler, Dowe, Fitzpatrick, Lea, and Mayor Harris-----6.

NAYS: None-----0.

(Council Member Wishneff was absent.)

REGULAR AGENDA

PUBLIC HEARINGS: NONE.

PETITIONS AND COMMUNICATIONS: NONE.

REPORTS OF OFFICERS:

CITY MANAGER:

ITEMS RECOMMENDED FOR ACTION:

BUDGET-HUMAN DEVELOPMENT-DISABLED PERSONS-FIFTH PLANNING DISTRICT COMMISSION: The City Manager submitted a communication advising that the Fifth Planning District Commission Disability Services Board (DSB) is responsible to local governments and serves as a critical resource for needs assessment, information sharing and service opportunities for citizens with disabilities, their families and the community; the following jurisdictions in the Fifth Planning District have enacted resolutions establishing participation in a regional effort and have appointed a local official to serve: the Cities of Roanoke, Salem and Covington; the Counties of Roanoke, Craig, Botetourt and Alleghany and the Towns of Clifton Forge and Vinton; and other members of the DSB include representatives from business and consumers.

It was further advised that Council authorized the Director of Finance to serve as fiscal agent for the Fifth Planning District Disabilities Services Board on September 25, 1995, pursuant to Resolution No. 32675-092595.

The City Manager explained that the State Department of Rehabilitative Services has allocated funds in the amount of \$15,000.00 for a one-year period to provide training at no cost to any blind or vision/print impaired person desiring training in the use of computer based assistive programs; the required cash match from local jurisdictions in the Fifth Planning District is \$1,666.00; and the cash match that has been committed by the City of Roanoke and other jurisdictions is actually \$4,301.00.

The City Manager recommended that Council appropriate \$15,000.00 in State grant funds and \$4,301.00 in local match for the Disability Services Board and establish corresponding revenue estimates in accounts to be established by the Director of Finance in the Grant Fund.

Mr. Cutler offered the following budget ordinance:

(#36929-010305) AN ORDINANCE to appropriate funding for the fiscal year 2005 Fifth Planning District Regional Disability Services Board Grant, amending and reordaining certain sections of the 2004-2005 General and Grant Funds Appropriations, and dispensing with the second reading by title of this ordinance.

(For full text of Ordinance, see Ordinance Book No. 69, Page 226.)

Mr. Cutler moved the adoption of Ordinance No. 36929-010305. The motion was seconded by Mr. Dowe and adopted by the following vote:

AYES: Council Members McDaniel, Cutler, Dowe, Fitzpatrick, Lea, and Mayor Harris-----6.

NAYS: None-----0.

(Council Member Wishneff was absent.)

BUDGET-HUMAN DEVELOPMENT-GRANTS-FDETC: The City Manager submitted a communication advising that the City of Roanoke is the grant recipient for Marketing Communications Outreach Pilot program funding, thus, Council must appropriate funding for all grants and other monies received in order for the Western Virginia Workforce Development Board to administer grant programs.

It was further advised that in an effort to increase public awareness of the Virginia Workforce Network (VWN) and One-Stop Centers among employers, the Virginia Workforce Council, through the Virginia Employment Commission, implemented the Marketing Communications Outreach Pilot Program to selected Local Workforce Investment Boards (LWIB); the LWIB must incorporate the VWN logo and identity in all LWIB products and services in an effort to promote VWN brand awareness among program components listed below; and the Western Virginia Workforce Development Board will work to develop its own marketing initiatives and develop targeted marketing tactics to include but not limited to the following:

- Public relations and news media strategies
- Radio and television public service announcements
- An electronic newsletter for business customers
- A workforce summit event including local businesses, economic development, educators, and workforce development professionals

It was explained that critical to the project is the development and deployment of a strategic marketing implementation plan that creates and communicates a favorably branded corporate culture among One-Stop delivery centers, while empowering the Western Virginia Workforce Development Board as the leader in local workforce development.

The City Manager recommended that she be authorized to execute all appropriate documents, upon form approved by the City Attorney, related to acceptance of funding for the Marketing Communications Outreach Pilot Program; and accept Marketing Communications Outreach Pilot funding of

\$10,000.00 for the period October 1, 2004 through June 30, 2005, appropriate funds to accounts to be established in the Grant Fund by the Director of Finance, and establish a corresponding revenue estimate in the Grant Fund.

Mr. Dowe offered the following budget ordinance:

(#36930-010305) AN ORDINANCE to appropriate funding for the Western Virginia Workforce Development Board to administer the Marketing Communications Outreach Pilot program, amending and reordaining certain sections of the 2004-2005 Grant Fund Appropriations, and dispensing with the second reading by title of this ordinance.

(For full text of Ordinance, see Ordinance Book No. 69, Page 227.)

Mr. Dowe moved the adoption of Ordinance No. 36930-010305. The motion was seconded by Ms. McDaniel and adopted by the following vote:

AYES: Council Members McDaniel, Cutler, Dowe, Fitzpatrick, Lea, and Mayor Harris-----6.

NAYS: None-----0.

(Council Member Wishneff was absent.)

Mr. Fitzpatrick offered the following resolution:

(#36931-010305) A RESOLUTION authorizing acceptance of a grant award for the Western Virginia Workforce Development Board Marketing Communications Outreach Pilot Program, for the development and deployment of a strategic marketing implementation plan by selected Local Workforce Investment Boards that promotes awareness of the Virginia Workforce Network, and authorizing execution of any and all necessary documents to comply with the terms and conditions of the grant.

(For full text of Resolution, see Resolution Book No. 69, Page 228.)

Mr. Fitzpatrick moved the adoption of Resolution No. 36931-010305. The motion was seconded by Mr. Dowe and adopted by the following vote:

AYES: Council Members McDaniel, Cutler, Dowe, Fitzpatrick, Lea, and Mayor Harris-----6.

NAYS: None-----0.

(Council Member Wishneff was absent.)

BUDGET-HUMAN DEVELOPMENT-GRANTS: The City Manager submitted a communication advising that the City of Roanoke is the grant recipient for Workforce Investment Act (WIA) funding, thus, Council must appropriate funding for all grants and other monies received in order for the Western Virginia Workforce Development Board to administer WIA programs; and the Western Virginia Workforce Development Board administers the Federally funded Workforce Investment Act (WIA) for Area 3, which encompasses the Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke, and the Cities of Covington, Roanoke, and Salem.

It was further advised that WIA funding is intended for four primary client populations:

- Dislocated workers who have been laid off from employment through no fault of their own;
- Economically disadvantaged individuals as determined by household income guidelines defined by the U. S. Department of Labor;
- Youth who are economically disadvantaged, or have other barriers to becoming successfully employed adults; and
- Businesses in need of employment and job training services.

It was explained that the Western Virginia Workforce Development Board has received a third Notice of Obligation (NOO) from the Virginia Employment Commission allocating an additional \$187,157.00 for the Adult Program, which serves economically disadvantaged persons; \$203,365.00 for the Dislocated Worker Program, which serves persons laid off from employment through no fault of their own; and \$192,069.00 for the Youth Program, which serves economically disadvantaged youth for Program Year 2004 (July 1, 2004 – June 30, 2006); and ten per cent of the aforementioned totals are to be allocated to the administrative function of the Western Virginia Workforce Development Board.

The City Manager recommended that Council accept Western Virginia Workforce Development Board Workforce Investment Act funding of \$582,591.00 for Program Year 2004 and appropriate the funds to accounts previously established in the Grant Fund by the Director of Finance and establish corresponding revenue estimates in the Grant Fund.

Mr. Dowe offered the following budget ordinance:

(#36932-010305) AN ORDINANCE to appropriate funding for the Western Virginia Workforce Development Board Programs, amending and reordaining certain sections of the 2004-2005 Grant Fund Appropriations, and dispensing with the second reading by title of this ordinance.

(For full text of Ordinance, see Ordinance Book No. 69, Page 228.)

Mr. Dowe moved the adoption of Ordinance No. 36932-010305. The motion was seconded by Mr. Fitzpatrick and adopted by the following vote:

AYES: Council Members McDaniel, Cutler, Dowe, Fitzpatrick, Lea, and Mayor Harris-----6.

NAYS: None-----0.

(Council Member Wishneff was absent.)

Mr. Dowe offered the following resolution:

(#36933-010305) A RESOLUTION accepting the Western Virginia Workforce Development Board Workforce Investment Act funding of \$582,591.00 and authorizing the City Manager to execute the requisite documents necessary to accept the funding.

(For full text of Resolution, see Resolution Book No. 69, Page 230.)

Mr. Dowe moved the adoption of Resolution No. 36933-010305. The motion was seconded by Mr. Fitzpatrick and adopted by the following vote:

AYES: Council Members McDaniel, Cutler, Dowe, Fitzpatrick, Lea, and Mayor Harris-----6.

NAYS: None-----0.

(Council Member Wishneff was absent.)

CITY EMPLOYEES: The City Manager submitted a communication advising that military leave at full pay is limited to 15 work days per Federal fiscal year for employees of the City of Roanoke who are military reservists/national guard called to active duty; Council approved Special Military Pay on November 5, 2001, to provide supplemental pay for military reservists/national guard called to active duty and service related to the war on terrorism; special action by Council was effective through September 30, 2004, and benefited 11 City employees called from the reserves/national guard to active duty; these employees received a total of \$52,769.90 in supplemental pay as a result of Council's action; and there are 33 reservists/national guard members in ten departments within the City of Roanoke full time employment.

The City Manager recommended that Council approve a special policy to pay military reservists who are called to active duty between October 1, 2004 and September 30, 2005 the difference between their military base pay (including any other related compensation received from the military) and pay

with the City of Roanoke in their current job; covered employees would be those reservists/national guard members who are called to active duty related to the country's war on terrorism subsequent to the employee's employment with the City of Roanoke; and supplemental pay will be provided upon request and with necessary documentation to the Department of Human Resources.

Mr. Fitzpatrick offered the following resolution:

(#36934-010305) A RESOLUTION authorizing payment of supplementary compensation and restoration of certain benefits to certain employees called to active military duty.

(For full text of Resolution, see Resolution Book No. 69, Page 231.)

Mr. Fitzpatrick moved the adoption of Resolution No. 36934-010305. The motion was seconded by Ms. McDaniel and adopted by the following vote:

AYES: Council Members McDaniel, Cutler, Dowe, Fitzpatrick, Lea, and Mayor Harris-----6.

NAYS: None-----0.

(Council Member Wishneff was absent.)

ARCHITECTURAL REVIEW BOARD: The City Manager submitted a communication advising that on May 13, 2004, Council adopted and established a Pay Plan for officers and employees of the City, effective July 1, 2004; the adopted ordinance included a new pay stipend of \$100.00 per month, or \$1,200.00 annually, paid monthly, to members of the Architectural Review Board upon attainment of certification through the Virginia Certified Architectural Review Program; new appointees to the Architectural Review Board would be required to attain certification within one year of the date of appointment; and Council approved compensation based on the certification program being developed by the Commonwealth of Virginia Department of Historic Resources (VDHR) so that Architectural Review Board members would be trained and certified.

It was explained that the Virginia Department of Historic Resources intended to develop a statewide certification program for Architectural Review Board members similar to the City Planning Commission (CPC) and Board of Zoning Appeals (BZA); only certified City Planning Commission and Board of Zoning Appeals members received a monthly stipend during the current fiscal year; the Virginia Certified Architectural Review Program has not been fully developed and may not be until next fiscal year; and the ordinance provides that members of the Architectural Review Board cannot receive the pay stipend until certification through the program has been attained.

The City Manager recommended that Council amend Paragraph 14 of the ordinance regarding the Pay Plan for Officers and Employees of the City of Roanoke – Architectural Review Board (ARB) Stipend, adopted by Council on May 13, 2004, to suspend the certification requirement, until the Virginia Certified Architectural Review Program is established, allowing current Architectural Review Board members to receive the stipend, to commence on January 1, 2005, until the certification program is developed, at which time members will have one year in which to obtain certification or the stipend will cease.

Mr. Fitzpatrick offered the following ordinance:

(#36935-010305) AN ORDINANCE amending Ordinance No. 36693-051304, adopted May 13, 2004, adopting and establishing, among other things, a Pay Plan for officers and employees of the City effective July 1, 2004, by amending Paragraph 14 which provides for a pay stipend for members of the Architectural Review Board upon attainment of certification through the Virginia Certified Architectural Review Program, by suspending the requirement for certification until the Virginia Certified Architectural Review Program is fully developed and made operational by the Virginia Department of Historic Resources (VHDR); and dispensing with the second reading by title paragraph of this ordinance.

(For full text of Ordinance, see Ordinance Book No. 69, Page 232.)

Mr. Fitzpatrick moved the adoption of Ordinance No. 36935-010305. The motion was seconded by Ms. McDaniel and adopted by the following vote:

AYES: Council Members McDaniel, Cutler, Dowe, Fitzpatrick, Lea, and Mayor Harris-----6.

NAYS: None-----0.

(Council Member Wishneff was absent.)

DIRECTOR OF FINANCE:

AUDITS/FINANCIAL REPORTS: The Director of Finance submitted the Financial Report for the month of November 2004.

(For full text, see report on file in the City Clerk's Office.)

Without objection by Council, the Mayor advised that the Financial Report for the month of November would be received and filed.

REPORTS OF COMMITTEES: NONE.

UNFINISHED BUSINESS: NONE.

INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS: NONE.

MOTIONS AND MISCELLANEOUS BUSINESS:

INQUIRIES AND/OR COMMENTS BY THE MAYOR AND MEMBERS OF COUNCIL:

BUSES: Council Member Cutler reported on the progress of the Smart Way transit bus and advised that 1,616 passenger trips were made between the Roanoke Valley and the Town of Blacksburg from December 1 - 24, 2004, averaging over 100 passengers per day.

ACTS OF ACKNOWLEDGEMENT-LANDMARKS/HIST. PRESERVATION-FIRE DEPARTMENT: Council Member Cutler recognized the City of Roanoke and Hill Studios, recipients of one of the four Gabriella Page Historic Preservation Awards from the Association for the Preservation of Virginia Antiquities, in connection with restoration of the Bell Tower Facade at Fire Station No. 1.

ACTS OF ACKNOWLEDGEMENT-VIRGINIA TECH-SPORTS ACTIVITIES: Vice-Mayor Fitzpatrick commended the Virginia Tech football team who will compete in the Sugar Bowl on January 3, 2005, at the New Orleans Superdome. He called attention to the close connection of the Roanoke Valley to colleges and universities in the region and the importance of understanding the economic impact and the role of the Roanoke Valley in continuing to establish good relationships with such colleges and universities.

ACTS OF ACKNOWLEDGEMENT-SPORTS ACTIVITIES: Council Member Dowe congratulated the Roanoke Dazzle basketball team, the only team in the National Basketball Association Developmental League that has experienced an increase in attendance of approximately between 25 - 30 per cent. He stated that the Roanoke community is to be commended for supporting the Roanoke Dazzle and is encouraged to continue its support of not only the Roanoke Dazzle, but all other sports entities throughout the community.

HEARING OF CITIZENS UPON PUBLIC MATTERS: The Mayor advised that Council sets this time as a priority for citizens to be heard and matters requiring referral to the City Manager will be referred immediately for response, recommendation or report to Council.

COMPLAINTS-TAXES-CITY EMPLOYEES: Mr. Robert Gravely, 727 29th Street, N. W., quoted Bible scripture. He expressed concern with regard to the use of City taxpayers' money to support private businesses and downtown Roanoke businesses, and insufficient wages for City employees.

CITY MANAGER COMMENTS:

REFUSE COLLECTION-STREETS AND ALLEYS: The City Manager advised that the City's neighborhood leaf collection program was completed prior to December 31, 2004, and private contractors who are working on arterial streets will complete leaf collection within the next seven to ten days.

RECYCLING: The City Manager reported that for the month of December 2004, the City of Roanoke once again exceeded the required tonnage to receive free recycling, which saved the citizens of Roanoke \$10,384.00 for the month of December.

FIRE DEPARTMENT: The City Manager called attention to two fire related deaths in the City of Roanoke on January 1 and 3, 2005. She encouraged citizens to check their smoke detectors to ensure that they are in proper working order and advised that City residents may obtain a free smoke detector/batteries at any of the City's fire stations. She also encouraged citizens to take advantage of free chimney inspections and space heater and kerosene heater inspections that will be performed upon request by the Fire Department. She asked that those persons who lost their lives by fire be remembered in prayer.

OATHS OF OFFICE-COMMITTEES-ROANOKE CIVIC CENTER: The Mayor advised that there is a vacancy on the Roanoke Civic Center Commission created by expiration of the term of office of Robert C. Poole, and called for nominations to fill the vacancy.

Mr. Lea placed in nomination the name of Daniel E. Wooldridge.

There being no further nominations, Mr. Wooldridge was appointed as a member of the Roanoke Civic Center Commission, for a term ending September 30, 2007, by the following vote:

FOR MR. WOOLDRIDGE: Council Members McDaniel, Cutler, Dowe, Fitzpatrick, Lea, and Mayor Harris-----6.

(Council Member Wishneff was absent.)

At 2:35 p.m., the Mayor declared the Council meeting in recess for one Closed Session.

At 2:50 p.m., the Council meeting reconvened in the City Council Chamber, with all Members of the Council in attendance, except Mr. Wishneff, Mayor Harris presiding.

COUNCIL: With respect to the Closed Meeting just concluded, Mr. Dowe moved that each Member of City Council certify to the best of his or her knowledge that: (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act; and (2) only such public business matters as were identified in any motion by which any Closed Meeting was convened were heard, discussed or considered by City Council. The motion was seconded by Mr. Cutler and adopted by the following vote:

AYES: Council Members McDaniel, Cutler, Dowe, Lea, and Mayor Harris-----5.

NAYS: None-----0.

(Council Member Wishneff was absent and Vice-Mayor Fitzpatrick was out of the Council Chamber when the vote was recorded.)

At 2:52 p.m., the Council meeting was declared in recess until Thursday, January 13, 2005, at 8:30 a.m., at The Hotel Roanoke and Conference Center, Jefferson Board Room, for the City Council's Planning Retreat.

The January 3, 2005, meeting of Roanoke City Council reconvened on Thursday, January 13, 2005, at 9:00 a.m., in the Jefferson Board Room, The Hotel Roanoke and Conference Center, 110 Shenandoah Avenue, N. W., City of Roanoke, with Mayor C. Nelson Harris presiding.

PRESENT: Council Members Brenda L. McDaniel, M. Rupert Cutler, Alfred T. Dowe, Jr., Beverly T. Fitzpatrick, Jr., Sherman P. Lea, and Mayor C. Nelson Harris-----6.

ABSENT: Council Member Brian J. Wishneff-----1.

The Mayor declared the existence of a quorum.

OFFICERS PRESENT: Darlene L. Burcham, City Manager; William M. Hackworth, City Attorney; Jesse A. Hall, Director of Finance; Mary F. Parker, City Clerk; Rolanda B. Russell, Assistant City Manager for Community Development; and George C. Snead, Jr., Assistant City Manager for Operations.

OTHERS PRESENT: Dr. Bruce Blaylock, Professor at Radford University, Facilitator.

The Mayor welcomed Dr. Blaylock who facilitated the Council's last retreat on September 5, 2003. He advised that the goal of the day would be to review the City's Strategic Plan, to make the necessary revisions inasmuch as three new Members of Council were elected since the last retreat, the day's structure would be informal, and encouraged the Members of Council and staff to participate.

The Mayor advised that Council Member Wishneff would not be present for the proceedings; however, he had forwarded to each Member of Council an e-mail containing various suggestions that he would propose for discussion had he been present for the day's activities.

The City Manager advised that while the Council's retreat is an important activity for the Council, it is of equal importance to the overall City organization because the retreat will set the tone and direction for various individual City operations over the next 12 months, City departments have scheduled a follow up meeting as a result of the retreat to talk about

improvements in department operations, much significance is placed by staff on the work that Council does during its retreat, and the entire City organization is interested in Council's direction for the City.

Dr. Blaylock expressed appreciation for the opportunity to work with a Council that has found a way to make strategic planning work and has stated a goal to build on past accomplishments. He reviewed the agenda for the day; i.e.: ground rules, goals, successes from 2004, and Council/City Manager reaffirmation of Vision 2012.

He advised that each Member of Council brings different perspectives to the table and stressed the importance of understanding each other's perspective; and there will be some issues that Council Members are passionate about, therefore, discussion will center around whether those issues should be included in the City's Strategic Plan. He stated that he had no intention of inserting himself into the process since he is not familiar with the business of the City, but reserved the right to ask questions and to probe deeper in an effort to provide clarification.

Dr. Blaylock explained that the day will end with the necessary information to build a strategic plan; therefore, it will be necessary to affirm or reaffirm Council's vision for Roanoke in the year 2012; it will then be necessary to look at objectives attached to each goal in order to affirm, adjust or add new objectives, and then to look at actions that will be required to accomplish the various objectives. He stated that Council will be asked to participate in an exercise to determine who will be responsible for carrying out the various objectives; i.e.: Council, City Manager, or a combination of Council/City Manager, and Council and the City Manager will also participate in an exercise to prioritize the actions.

Council Members participated in an exercise in which they listed the following City accomplishments and successes that occurred in 2004:

Development and adoption of neighborhood plans

Completion of the new zoning ordinance is on schedule

Reconstruction of Patrick Henry High School

Appointment of a committee of citizens to study the future of Victory Stadium

Increase in downtown condominium development and traffic realignment

Additional studies for the downtown market area

Recent improvements to the Civic Center

Discussions regarding the importance of appearances at gateways to the entrances to the City, including I-581, and the assistance of Virginia Department of Transportation officials to make improvements

Implementation of geographic policing to better meet the safety needs of citizens

Development of properties inside the City (Ukrops)

Continued progress on the rail walk development

Commitment to work with the school system

Collaboration with Roanoke County on mutually beneficial projects

Establishment of a safety task force for schools and implementation of some of the recommendations submitted by the task force

Proactive approach to economic development and the contribution of sports to the City's economic development

Creation of the Western Virginia Water Authority

Assumption of responsibility by the Parks and Recreation Department for Carvins Cove

Preparation of a master plan for the Civic Center and Mill Mountain Park by the Department of Parks and Recreation

Regional cooperation in connection with studying issues regarding a regional library system

Moving responsibility for the Real Estate Assessor position to the Department of Finance

Continued good relations with State legislators

Excellent lobbyist representing the City's interests in Richmond

Development of Colonial Green as a "mixed use" project

Full occupancy of Warehouse Row

Participation in the Cradle to Cradle Housing project

Adoption of an Urban Forestry Plan

Working on a Public Arts Plan

Growth by developers in creating high end residential housing

Housing study that is almost complete

Improved image of City Council and its function

Receipt of the “Livable Community” Award

Selection as the 11th best community in the United States as a place to live

Promotion and expanded use of the City’s new brand

Implementation of the Smart Way Bus system between Roanoke and the New River Valley

Implementation of street calming activities, particularly on Williamson Road

Completion of the Grandin Road improvements project

Passage of a utility cut and restoration policy

Recycling efforts exceeded goals saving the City approximately \$50,000.00

Opening the new Social Services facility on Williamson Road

Naming of the First Street Bridge in honor and memory of the late Dr. Martin Luther King, Jr.

Quality appointments to the School Board and other boards and commissions

Council Member Dowe entered the meeting (11:15 a.m.).

The City Manager reported on the status of relocation of the Social Security Administration office from downtown Roanoke.

The City Manager also reported on the \$500,000.00 that was previously allocated to the City by the Federal government to be used for the First Street Bridge project. Inasmuch as the funds were intended to be used for a vehicular bridge, the City Manager advised that Council made a decision to return the money to the Federal government when it was decided to construct a pedestrian bridge. She explained that the City has been informed by the Federal government that the funds may now be used for a pedestrian bridge and amenities; however, the City will be required to go through a Federal review process which will slow the project down; and unless there is an objection by Council, she would proceed accordingly.

No objection was expressed by any Member of the Council.

There was discussion with regard to Council Member relationships; whereupon, the following observations were made:

Council Members frequently engage in discussions, while being respectful of the opinions of each other.

Council Members have the same goal with regard to many decisions, but they respect the individual perspectives of their colleagues.

With any new Council, there is a “maturation” process accompanied by growing pains. Council’s job is to govern, and disharmony has not affected the Council because of a mutual respect for each other.

There is a diverse array of experience represented on the Council and if issues come up that require a certain level of expertise or experience, Council Members can look to their colleagues for guidance.

The 9:00 a.m., Council work sessions have been helpful because the meeting takes place in a less formal setting and a more relaxed environment and provides Council Members with the opportunity to delve into various issues as they deliberate on policy decisions.

Whenever a new Council takes office, there is a learning curve and a trust issue that resolves itself over time.

The first six months for the present Council has been a great beginning in the midst of making certain difficult decisions, and there has been much collegiality and a sense of humor among the Council.

Dr. Blaylock advised that as a new group, there will be some growing pains for the Council; first will be the “storming” stage, then the “norming” stage and then the “performing” stage while each Member of the Council is discovering his or her individual role on the Council.

There was discussion with regard to the method of appointment by Council of persons to serve on authorities, boards, commissions and committees. The following observations were made:

Appointments are limited to the slate of persons who apply for a specific vacancy.

Council conducts interviews of persons who apply for appointments to the School Board, City Planning Commission, Board of Zoning Appeals, Architectural Review Board, Industrial Development Authority, and Roanoke Redevelopment and Housing Authority; however, persons applying for vacancies on other committees do not participate in an interview process.

If a Council Member takes on the assignment of recommending a person to fill a specific vacancy, it is assumed that the Council Member has given serious thought to the appointment and has some knowledge of the person who is recommended to fill the vacancy. Due to the large number of boards and commissions, if Council spends a considerable amount of time on every appointment to every committee the process would virtually come to a halt.

Council does not seem to take advantage of staff expertise or knowledge by inquiring of staff if they know of individuals who would be willing to serve on various committees.

Following discussion of the process for filling vacancies on authorities, boards, commissions and committees, Dr. Blaylock suggested that there be a formalization to improve the process; whereupon, he suggested that Council Member McDaniel, the City Manager, City Attorney and City Clerk serve as members of a subcommittee to review the process for making appointments to the City's boards and commissions.

The City Attorney referred to a previous communication in connection with refining the process for electing Trustees to the Roanoke City School Board which is currently set forth in Chapter 9, Education, Code of the City of Roanoke (1979), as amended, by eliminating certain time frames established in the City Code. He reviewed the procedure set forth in the Code of Virginia for electing School Trustees which requires that Council shall, seven days prior to the appointment of any School Board Trustee, hold one or more public hearings to receive the views of citizens.

Following discussion, it was the consensus of Council that the City Attorney be instructed to prepare the proper measure for consideration by Council at its meeting on Tuesday, January 17, 2005, adopting the procedure set forth in the State Code for electing School Trustees.

Dr. Blaylock opened the floor for discussion with regard to Roanoke Vision 2012 – Principles to Guide the Future. Upon consensus of the Council, the following was approved:

**Roanoke Vision 2012
Principles to Guide the Future**

We will be recognized for:

1. Being the “Capital of Western Virginia” through a healthy economy, supportive local government, quality municipal services and an attractive cultural environment
2. Having strong neighborhoods through quality City infrastructure, livable homes
3. Having educational excellence in our public schools
4. Maintaining a strong City connectivity with universities and colleges in the region
5. Protecting the natural beauty and resources of our environment
6. Encouraging business, individual investment and retail development in Greater Downtown Roanoke
7. Establishing Roanoke as a destination point for entertainment, major events, sports and festivals
8. Creating an inclusive environment with a reputation as a community that welcomes and celebrates diversity
9. Having ease of travel to, from and within Roanoke via air, rail and highway
10. Having a City with strong community pride
11. Maintaining a financially sustainable City government with cost effective service delivery
12. Maintaining working relationships with other local governments throughout the region including the Roanoke and New River Valleys, the Allegheny Highlands, and Smith Mountain Lake

Council then engaged in a discussion with regard to the City’s goals and objectives. Upon consensus of the Council, the following was approved:

GOAL NO. 1: HEALTHY LOCAL ECONOMY**Objectives:**

1. Support the retention and expansion of local businesses
2. Aggressive economic development strategy to attract new businesses
3. More unique, distinctive retail opportunities
4. Promote development of upper end housing opportunities
5. Actively promote and market “Roanoke” – our brand
6. Diverse local economy: medical, government, tourism, small business
7. Recognize the importance of regionalism to a healthy economy

GOAL 2: STRONG NEIGHBORHOODS**Objectives:**

1. Involving citizens as responsible partners in enhancing quality of neighborhoods and addressing neighborhood problems
2. Developing and using realistic, usable neighborhood plans that link to Comprehensive Plan and guide the future of the neighborhood
3. Improving property maintenance through prevention and enforcement – including removal of blighted/worn-out structures
4. Funding significant improvements in specific targeted neighborhoods
5. Protecting the integrity of the neighborhood through design/development standards, standards for infill
6. Maintaining/improving City infrastructure: traffic calming, streets, streetscapes, trees and greenways

GOAL 3: VIBRANT GREATER DOWNTOWN**Objectives:**

1. Increasing residential opportunities in downtown area, including attracting support businesses - supermarket, drugstore, other retail
2. Developing reputation as center for culture and arts
3. Protecting quality of downtown development through zoning, development standards, quality infrastructure
4. Supporting major projects: education center, riverside center and Henry Street - job opportunities, building/infrastructure development
5. Expanding entertainment and sports opportunities
6. Increase in occupancy of office and institutional space
7. Support and enhance unique characteristics of the City Market area

GOAL 4: QUALITY SERVICES: RESPONSIVE COST EFFECTIVE**Objectives:**

1. Developing and retaining productive, motivated workforce with well-trained, competent and diverse employees
2. Maintaining processes of continuous improvement and empower employees to offer ideas and try new approaches
3. Investing in and using technology in service delivery
4. Having City facilities that tangibly demonstrate our commitment to service excellence
5. Customer service valued and demonstrated by our City employees
6. Pursue regional cooperation for services

The Council meeting was declared in recess at 12:15 p.m.

The Council meeting reconvened at 1:15 p.m., in the Jefferson Board Room, The Hotel Roanoke and Conference Center, with all Members of the Council in attendance, except Council Member Wishneff.

The afternoon session consisted of a review of the above referenced objectives. The facilitator requested that Council Members and the City Manager form groups of three to review objectives and to recommend actions to accomplish objectives listed under each goal. Council Members were then asked to identify whether the actions should be taken by the Council as a group, or by the City Manager, or by a combination of the Council and the City Manager, or championed by a Member of Council.

Staff was requested to review the actions reported by Council Members/City Manager and identify barriers, if any, to accomplish the various actions.

Following a review of actions listed by Council Members and the City Manager, under the various objectives, the facilitator requested that Council Members and the City Manager individually rank the actions, one through four in order to prioritize those actions that will become the City's priorities for 2005.

(For full text of actions to accomplish objectives listed under Goals Nos. 1 - 4, and a compilation of top and high priority actions for 2005, see summary prepared by the facilitator on file in the City Clerk's Office.)

There was discussion with regard to providing a promotional message about the Roanoke community on televisions in local hotel guest rooms; whereupon, the City Manager advised that she would work with the Executive Director of The Hotel Roanoke and Conference Center with regard to including a welcome message from the Mayor on those televisions in guest rooms at The Hotel Roanoke.

The City Manager advised that City staff will continue to work on the various actions listed by Council. She asked for Council's guidance with regard to ways in which to communicate the results of the retreat to the general public; i.e.: the City Magazine, etc.

The Mayor engaged the Council in a discussion with regard to Council meeting protocol; whereupon, the following was the consensus of Council:

The present time limits for persons speaking at City Council meetings will continue to be enforced: i.e.: one to four speakers will be allotted five minutes each and five or more speakers will be allotted three minutes each. Ten minutes will continue to be allotted to those persons making presentations under Petitions and Communications. The sponsorship of two Members of the Council or the City Manager will be required for any person or organization to address the Council under Petitions and Communications.

Hearing of Citizens will continue to be held following Comments by the Mayor and Members of Council.

Briefings will be scheduled as follows: if one to two Members of the Council request a briefing, the briefing will be conducted informally by the City Manager and not during a formal Council meeting or 9:00 a.m. work session. If more than two Members of the Council request a briefing, the briefing will be scheduled during a regular session or 9:00 a.m. work session of the Council.

The invocation will continue to be delivered by the Mayor and Members of Council on a rotating basis, with the understanding that Council Members will be mindful of ecumenical and sensitive issues relative to various religious beliefs.

On behalf of the Council and City staff, the Mayor expressed appreciation to Dr. Blaylock for facilitating the retreat.

There being no further business, the Mayor declared the Council meeting adjourned at 4:00 p.m.

A P P R O V E D

ATTEST:

Mary F. Parker
City Clerk

C. Nelson Harris
Mayor
